DOCUMENT RESUME

ED 239 131 CE 800 112

TITLE "Mystery Guest" Program.
INSTITUTION Escondido Union School District, Calif.
PUB DATE 84
NOTE 10p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Career Awareness; Class Activities; Deduction; Demonstration Programs; Guidelines; *Human Resources; Intermediate Grades; Program Descriptions; Program Implementation; *School Community Relationship
IDENTIFIERS *Classroom Visitors; PF Project

ABSTRACT

In this program, members of the community visit intermediate grade classrooms as "mystery guests" in order to provide students with an introduction to assorted careers and to promote community support for education. The procedure is as follows: (1) the guest brings a tool of his or her occupation, but does not tell what that occupation is; (2) students deduce the occupation by asking questions; (3) when the occupation has been guessed, further questions are asked to learn about the occupation; and (4) students write their impressions of the occupation in a notebook. It is recommended that one 30-minute visit be scheduled each week. This program description includes: an overview; program objectives; implementation procedures; the role and duties of the coordinator; guidelines for preparation of the guest and of the class; the role of the teacher; a suggestion for sending thank-you letters; a letter to be sent to guests; a list of eight sample questions; and a list of guests who have participated along with their occupations. This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (DC)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

# OUTSTANDING PROGRAM DESCRIPTION FORM

Name of School, District or Agency: ESCONDIDO UNION SCHOOL DISTRICT
Grade Levels: 4-6

Address: 980 North Ash
Telephone: (619) 745-7000

City: Escondido
State: CA Zip: 92027

Name of Contact Person: Elmer C. Cameron, Associate Supt.
ACSA Region: 18

Name of Course, Program, Project or Policy: 'MYSTERY GUEST' PROGRAM

Date of Operation of Program or Project: October, 1982

In 300 words or less please describe your program specifically enough for others to follow. Please include your program's
(1) primary purpose (how it benefits students)
(2) participants (grade levels of students, professional staff, community persons, etc)
(3) evaluation data (if available)

SEE ATTACHED

This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community.

ED239131

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Elmer C. Cameron

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE800112

Permission to reproduce this program description and accompanying materials (if any) is granted to ERIC (Educational Resources Information Center).

NAME: Elmer C Cameron DATE: January 20, 1984

Enclose supporting or descriptive materials and return to ACSA Public Confidence Task Force, Public Relations Department, 1517 L Street, Sacramento, CA 95814.

## DESCRIPTION OF 'MYSTERY GUEST' PROGRAM

PRIMARY PURPOSE: To promote support for education from members of the community and provide students in grades 4 through 6 with an introduction to assorted careers.

HOW THE PROGRAM WORKS: The coordinator can either be a certificated or non-certificated person. In the Escondido Elementary School District, a volunteer teachers' aide acted as coordinator in the 1983-84 school year. Members of the community are selected to enter a 4th through 6th grade classroom as a 'Mystery Guest.' The classroom teacher must retain flexibility to meet the schedule of busy community people. Each MG brings a tool of his/her trade. For example, a business executive brought in a telephone; a college football player carried a pair of sweatsocks; and a funeral director appeared with a box of tissues plus a casket pillow. The MG signs in on the blackboard and the students, through deductive process, attempt to determine the person's occupation. It is important that the teacher works with the class in this process. Normally, the occupation is guessed within fifteen minutes -- the remaining 15 to 20 minutes of the visit are spent asking the guest questions about the occupation. (Sample questions are attached to this description sheet). After the presentation is over, students take turns presenting the guest with a certificate of appreciation. Each student is required to maintain a MG notebook, where impressions are noted regarding the guest's vocation. The program averages one guest a week, and during each quarter, students are asked to write an essay with titles such as "My Favorite Mystery Guest and Why" and "Who I Think Gave the Best Presentation and Why."

EVALUATION DATA: The program, introduced by Instructional Aide Rosamond Weinberg, started on a pilot basis in one 4th grade classroom and has gained in popularity; it is now used by several teachers throughout the district. There is no cost to the program and there is great value in both exposing students to various vocations and in bringing members of the community into the public schools. Ninety-five percent of all Mystery Guests have offered to return at a future time or have offered to do other classrooms. Occasionally, more than one guest can be brought in at a time. For example -- a rabbi, a priest and a minister appeared before the class as clergymen (they introduced themselves as all working for the same boss).

SUMMARY STATEMENT: This program can be run by a volunteer, is of great benefit to the students, and shows members of the community what goes on in the public schools. The guidelines for the MG program attached.

GUIDELINES FOR MYSTERY GUEST PROGRAM

GRADES 4 THROUGH 6

I. Brief Description and Objectives of Program

A. This program will promote support for Public Education from members of the community and will provide students in grades 4 through 6 with an introduction to assorted careers. Experts recommend this process begin at 4th grade level.

II. Procedures for Program Implementation

A. Each participating classroom teacher should designate one individual to coordinate the program. This person may be a volunteer, an instructional aide or the teacher.

B. Suggested Guidelines for Coordinator

1. Flexibility is a must. In order to attract busy community leaders to the classroom offer a multi choice time schedule. Therefore the classroom teacher must be willing to have the M.G. appear throughout the week.

2. It is suggested the normal length of visit be 30 minutes no more than once a week.

III. Role and Duties of Coordinator

A. Preparation of Guest Before Visit

1. Compile list of potential guests. Consideration should be given to the following factors:

a. Select a balance of males/females

b. Minorities

c. The ability of guests to relate to children in a meaningful way.

2. Contact

a. Each guest should be contacted by phone or in person and formally invited, with a brief explanation of the program.

b. Confirm by formal letter (see attachment #1 )at least one week prior to visit. Contact by telephone to confirm and remind prior to day of visit.

c. Coordinator or designee (can be child from classroom) meets guest in parking lot and escorts to classroom.

B. After the Visit

1. Thanks the guest in an appropriate manner, is responsible for seeing that guest picture is developed and attached to bulletin board in classroom.

IV. Preparation of Guest

A. Before the Visit

1. Explain purpose of program
2. Suggestions on effective presentation
3. Time guidlines clearly defined
4. Information on type of classroom (grade level, etc.)

B. Guidelines for Class Presentation

1. Guests sign in after being welcomed as M.G. by the teacher.
2. Presents examples of "Tools of Trade".
3. Students ask questions to determine occupation or speciality of guest.
4. After occupation is determined students can then interview guests.
5. Suggested questions for class (see attachment #2 )
6. Picture of guest is taken during presentation.

V. Preparation of Class

A. Before Visit

1. Instruction on how to be a good audience.
2. How to elicit information for optimum learning.
3. Teach appropriate questioning methods (deductive reasoning).
4. Explain the responsibilities of a good audience.
5. Listening skills.
6. Appropriate methods of applauding and thanking.
7. Presentation of certificate of thanks by student.

VI. Role of the Teacher

A. After the Guest Leaves

1. Consideration should be given to a creative writing assignment.
   a. Which guest this month was the most interesting and why?
   b. Which guest would you most like to be like and why?

VII. Final Activity for Teacher or Coordinators

A. At the end of the school year send letter of thanks with photo endorsement and suggested visit next year.

Dear

Thank you for agreeing to participate in our "Mystery Guest" project.

As suggested in our telephone conversation, some guidelines for the visit might be:

1. Exposure to the tools of your trade (not too obvious please). The children will delight in trying to guess what you do.

2. Tell what kind of student you were in 6th grade (or elementary school). What was your favorite and least favorite subject?

3. What events or people influenced you to do the job you have now?

4. How do you feel about your current job?

Looking forward to seeing you on _____ at Orange Glen Elementary School, 2861 E. Valley Parkway, Escondido 92027, telephone number 743-6177. I will meet you in the parking area at _____. The master teachers names are Rob Shepherd and Ted McCord. The usual visit is about 30 minutes in each classroom.

Sholom,

Rosamond Weinberg
Instructional Aide

P.S. Any questions?*

Call Roz: Home 741-6716
School 743-6177

*A list of questions you may expect from the students is attached.

SAMPLE QUESTIONS

1. What did you like or dislike about the 6th Grade?

2. What was your favorite/least favorite subject?

3. Where did you recieve your training for this job?

4. Do you plan to stay with your current job?

5. Do you work with other people?

6. What events or people influenced you to do what you are doing?

7. What is the funniest thing that happened to you either in school, or on the job?

8. If you weren't doing this job -- what other job do you think that you would enjoy?



ATTACHMENT #2

For your information, I enclose the names of some of the other mystery guests:

| | |
|---|---|
| Buddy Ashbrock ..... | Drama Dept., Palomar College |
| Kim Dillon ..... | Dental Hygienist |
| Will Corbin ..... | Editor "Times Advocate" |
| Mike Haig ..... | Airline Pilot |
| Virginia Pederson ..... | Counselor |
| Derrell L. Rhinehart ..... | Optometrist |
| Don Hout ..... | Superintendent of Schools |
| Sean Salisbury ..... | U.S.C. Quarterback |
| Carlyn Bartlett ..... | Owner "Carlyn's" Fashions |
| Luis Terrazo ..... | PhD Counselor |
| Will Bailie ..... | School Principal |
| Michael Lennie ..... | Attorney |
| Judge E. Riggs ..... | El Cajon Municipal Court |
| J. Springer ..... | Director Y.M.C.A. |
| James Bray ..... | Puppeteer |
| Roger Bielatz ..... | D.P.M. Podiatrist |
| Larry Noman ..... | Businessman |
| Paul Moyneur ..... | Football Coach O.G.H.S. |
| Judd Goldfeder ..... | The Birthday Business |
| Woody Hall ..... | Inventor |
| Bill Kovancevich ..... | Student High School/Art |
| Bill McGlincy ..... | Hair Stylist |
| Mary McCutcheon ..... | S.D.G.E. |
| Ms. Lyn Rennawd ..... | Construction Worker |
| Allan Krichman ..... | "Mercantile" |
| Sharon Disney ..... | Funeral Director |
| Jim Rady ..... | Mayor of Escondido |
| Elmer Cameron ..... | Associate Superintendent Schools |
| Jim Saw ..... | Artist/Palomar College |
| Don Annsan ..... | Librarian Palomar College |
| Fred Bilitnikoff ..... | L.A. "Raiders" |
| Jeff Mulford E.d.d. ..... | School Administration |
| Leo Calac ..... | Pres. of Commission on Indian Affairs |
| George Long ..... | County of San Diego Sanitation Engineer |
| Bryan Ferguson ..... | Student O.G.H.S. |

Mystery guests (continued):

| | |
|---|---|
| Joan Frietas, E.d.d. ..... | Counselor O.G.H.S. |
| Bob Shepherd ..... | Escondido Humane Society |
| Sheldon Moss ..... | Rabbi, Temple Adat Sholom |
| Roger Lechner ..... | Priest, St. Anthony's |
| Jay Littlefield ..... | Pastor, Grandview Church |
| J. R. Estrada ..... | Park Ranger |
| Jim Applegate ..... | Civil Engineer/Glider Pilot |
| Janika Scott ..... | Color Consultant |